



USAID | AFGHANISTAN

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Solicitations open to: Afghan Nationals Only
Position Title: Project Management Specialist (Rule of Law)
Type of vacancy: Multiple
Opening date: September 25, 2017
Closing date: October 08, 2017
Work hours: 40 hours (Full time)
Position Grade: FSN-11
Vacancy announcement #: USAID/306/17/44/ODG

Female candidates are strongly encouraged to apply

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan, is seeking applications from qualified Afghan Nationals to perform duties as a **Project Management Specialist (Rule of Law)** under a personal services contract, as described in this solicitation.

BASIC FUNCTION OF THE POSITION:

This Cooperating Country National (CCN) position is located in the Office of Democracy and Governance (ODG), one of the technical offices in the USAID/Afghanistan Mission. Under the general supervision of the Democracy and Governance Office Director / Deputy Directors and Technical Team Lead the employee serves as a Program Manager and the Mission's professional specialist with particular emphasis on strengthening democratic institutions and good governance practices in Afghanistan. Work involves the full range of consultative, advisory, monitoring, management, data collection, analytical and evaluative services in his/her specific area of expertise. The incumbent is responsible for designing, managing and evaluating USAID assistance initiatives that promote democracy and governance and respond effectively to areas of greatest need and development potential in Afghanistan. As such, the employee must be knowledgeable about and committed to the principles of good governance in a nascent democracy, placing emphasis on rule of law, sub-national governance, elections, civic participation, human rights and gender integration matters.

MAJOR DUTIES AND RESPONSIBILITIES:

The incumbent serves as Program Manager in the form of Contracting/Agreement Officer Representative (C/AOR) for Democracy and Governance awards in the areas of rule of law, civil society, elections, and good governance in excess of \$50 million. The incumbent is responsible for project design, management and implementation. As Contracting/Agreement Officer's Representative (C/AOR), the incumbent monitors the award recipient's progress in achieving the objectives of the Program Description and verify that the recipient's activities conform to the terms and conditions of the award. The incumbent also prepares scopes of work and illustrative budgets for new and follow-on activities, evaluations, and other related efforts; reviews, and approves proposals and work plans as required; monitors performance through site visits, written reports, and regular communication with implementers and recipients; identifies delays and problems with projects and formulates pragmatic solutions; records findings and follow-up actions in monitoring reports and files; researches and provides implementers with information or, if needed, appropriate guidance on USAID regulations and instructions on how to comply with

them. The incumbent monitor's project financial reports, vouchers, accruals and disbursements; prepares authorizations for signature of responsible superiors; responds to requests for information from authorized auditors and/or investigators. Consistent with the overall Mission strategy and work plans, the incumbent independently cultivates/maintains contacts and dialogue with local partners, senior Afghan government officials as well as Non-Governmental Organizations (NGOs) and Private Voluntary Organizations (PVOs) in the country.

The incumbent analyzes and reports on those aspects of assistance activities in Afghanistan relating to democracy and good governance. Using published and unpublished sources, and where necessary, conducting research of a qualitative and/or quantitative nature, the incumbent assesses the impact of new developments and interventions regarding democracy assistance in assigned areas. On the basis of contacts and research findings, the incumbent recommends approval, modification, or rejection of project objectives, approaches, timing, and scope, as appropriate. The incumbent supervises the analysis of policy documents of the government and non-governmental organizations of Afghanistan and other donors operating in the country to identify opportunities for future USAID interventions in support of democracy development to minimize duplication of efforts. The incumbent prepares technical analyses to evaluate trends in the development of a democratic culture in Afghanistan; supervises the drafting of annual and semi-annual performance reviews, Notifications to Congress, and other required reports as necessary; briefs officials from the United States and Afghanistan along with contractor representatives on the state of democracy development, needed reforms, desired counterpart actions, constraints to development and other related issues; participates as a full member of the ODG in strategy and program reviews. The incumbent provides technical justification for new activities and for changes to ongoing activities and programs. These justifications cover economic, political, cultural and social factors; assistance objectives and methodology; and needed inputs and expected results. The incumbent serves as ODG representative, as required, on Mission teams overseeing other assistance objectives or cross-cutting issues, which interact with democracy programs. As requested, the incumbent confers with other technical offices and provides substantive input on democracy and governance issues. The incumbent also assists the Office Director and Deputy Directors in reviewing ODG activities for compliance with U.S. laws, USAID regulations and policies and bilateral international agreements between the U.S. Government and host country government.

The incumbent supports the Office Director, Deputy Directors and respective Team Lead in the management and monitoring of the overall ODG portfolio. The incumbent also ensures coordination with other relevant projects in the DG Office and across the Mission executing projects with components that serve to strengthen good governance principles and practices in the areas of rule of law, civic participation, and equal rights/gender equality. The incumbent also assists the ODG leadership to ensure that Mission democracy and governance activities complement initiatives sponsored by other U.S. Government agencies. In addition, the incumbent ensures that design and implementation of all USAID democracy and governance activities are coordinated with international organizations and donors active in these areas, as well as with applicable host nation institutions across all branches of government.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

Education: Master's degree in political science, international relations or development, law, public policy, communications, or social sciences. (Educational requirement must be met at the time of application for the subject position).

Work Experience: A least five (5) years of experience in relevant areas that demonstrate knowledge about the local conditions, capacities and challenges of Afghanistan, and/or experience that demonstrates increasing responsibility for managing, analyzing, coordinating, and guiding significant research, analytical, or project management efforts. (Work experience requirement must be met at the time of application for the subject position).

Language: Language Proficiency: Level IV (Good working knowledge) speaking/reading of English and Level IV (Fluent) speaking/reading of Dari or Pashto is required. (English language ability will be tested).

Knowledge: A thorough knowledge and understanding of sub-national governance, civil society and the legal sector (with emphasis on Sharia law) in Afghanistan is necessary. Contacts with appropriate governmental officials and legal professionals/scholars are essential. These contacts must be complemented by a thorough understanding of: 1) the country's economic, political, and cultural characteristics, and 2) the social problems, resources, and development prospects/priorities for Afghanistan. The incumbent must have good knowledge, or the potential to acquire such knowledge, of USG legislation relating to development assistance, USAID programming policies, regulations, procedures and documentation; and of the objectives, methodology, and status of the program and projects to which assigned.

Skills and Abilities: The incumbent must have the ability to: obtain, analyze and evaluate a variety of data and to organize/present it in concise written and oral form; independently plan, develop, manage and evaluate important and complex programs and projects; and furnish information and advice in assigned areas with detachment and objectivity. The incumbent must be able to independently establish and maintain contacts with senior-level Ministerial officials of the Afghan government and with important persons in the non-governmental arena in order to explain and defend USAID project and program policies, objectives and procedures and to transmit and interpret host country government and non-governmental sector attitudes and concerns to senior USAID officials.

HOW TO APPLY:

Applicants are requested to submit a complete application package which must include all required documents to AFPAKjobs@usaid.gov with a **Subject line: Project Management Specialist (Rule of Law) (ODG 1744).**

ANY/ALL application submissions received after the closing date of October 08, 2017 will not be considered.

REQUIRED DOCUMENTS:

1. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.
2. Application for Employment as a Locally Employed Staff (DS-174) <http://photos.state.gov/libraries/afghanistan/941877/jobs/DS-174.doc>
(A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND
3. A current resume or a curriculum vitae

IMPORTANT:

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV or DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of

applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.

- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

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